



Position Title

Development Associate, ExtraFood.org

Organization

Thirty-five percent of all food is wasted in the U.S. And, food waste creates an enormous environmental problem: if global food waste were a country, it would rank third in greenhouse gas emissions after the U.S and China. Yet 1 in 5 people in Marin County worry about where their next meal will come from.

ExtraFood's mission is to help end hunger and wasted food in Marin. Through our county-wide food recovery program, we rescue excess fresh food from Marin's businesses and schools and immediately deliver the food to recipient partners – such as senior housing centers, homeless shelters & after-school programs – serving Marin's most vulnerable children, adults and families. Through our Community Meals program, we work with restaurants and caterers and use their excess capacity to make meals for people in need.

In 8 years, ExtraFood's staff and volunteers have organized, rescued, and delivered 5,000,000 pounds of food – 4.1 million meals – from 275 organizations to 146 sites throughout the county. ExtraFood, winner of the 2017 Heart of Marin Achievement in Nonprofit Excellence Award, reaches more than 8,000 people with high-quality food.

ExtraFood is solving hunger differently: leading a movement to transform Marin's food system – from wasting food to donating it – and increasing equitable access to healthy, fresh food. We are committed to [our values](#), to [each other](#), and to [making a difference](#) in our community each day. ExtraFood is an Equal Opportunity Employer.

Position Summary

This new position, reporting to the Development Manager (DM), will be instrumental to ExtraFood's growth and impact in Marin. Working closely with the DM, the Development Associate (DA) will assist in achieving ExtraFood's ambitious fundraising goals and will be responsible for the research, planning and implementation of critically important fundraising activities, including grant proposal and report writing, grantor and major donor prospect research, grant calendar management, strategic donor communication, donor database management, and supporting fundraising event activities. At ExtraFood, we believe Food Justice is Racial Justice; the DA is a critical member of our team working towards a more equitable system.

The ideal candidate will be experienced and successful in nonprofit development; a strong critical thinker; an excellent writer; highly organized; accustomed to maintaining high work standards; fluent with a variety of technologies; able to prioritize and manage tight deadlines; and engaged with our mission.

This is a full-time, exempt position, home-based at present in response to COVID-19, but expected to transition to a hybrid home-based & Marin-based office position in 2021, with the ability to attend occasional in-person meetings & events.

Responsibilities

Grant Portfolio Management:

- Work with DM to collect all grant RFP and report requirements, organizing all data and qualitative information needed.
- Write LOIs, grant application narratives, and grant report narratives.
- Construct project budgets for grant applications and reports.
- Maintain due dates for grant applications and grant progress reports, ensuring DM has timely advance notice of deadlines.
- Research new grant opportunities for fit with ExtraFood mission and programs.

Development Department Support:

- Work with DM to ensure all gifts and grants are processed, entered, and acknowledged according to ExtraFood's policies and procedures.
- Support DM in the coordination and content collection for appeals, newsletters, and mailings.
- Research Major Gift prospects, preparing summaries of background/capacity.
- Assist in the planning & execution of fundraising events, both virtual and in-person.
- Assist DM with donor communication as part of stewardship strategy including emails, cards, virtual calls, and in-person meetings.
- Generate reports to track fundraising activities against organizational goals.

Qualifications

- Bachelor's degree or equivalent
- 3-5 years' professional experience, preferably in nonprofit development
- Excellent critical thinking skills, with proven success in architecting persuasive proposals
- Strong persuasive writing skills and the ability to translate program data into stories
- Exemplary organizational and time management skills with a keen understanding of project management and prioritization
- Fluency with with CRM databases (Salesforce preferred), Microsoft Office, Google Drive, and Apple hardware/applications
- Success working in a fast-paced environment
- Ability to work independently and as a member of a staff team
- Ability to use discretion and good judgment in working with confidential information
- Strong interpersonal skills and a high level of professionalism
- 2-3 professional references

Compensation and Benefits

- Competitive and commensurate with experience
- Health insurance plan including vision and dental benefits
- 401(k) plan, paid vacation & sick leave
- Employee Assistance Program
- The feeling of [making a big difference](#) in our community each day

Email cover letter summarizing interest in position and experience, plus resumé or LinkedIn profile, to:

Amber Driscoll, Development Manager, Hiring@ExtraFood.org